

Good Workers

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| Grade Level | Sixth |
| Minimum Time Required | 30 Minutes |
| Materials/Resources | "Good Work Habits" Worksheet |
| Subject Area(s) | Guidance |

Project Description:

1. Students need to be aware of the characteristics of a good worker both in school and on a job. This lesson will help them to be aware of good work habits for any job.
2. Explain to the class that good work habits for any job begin in school. Tell them that more students do poorly in school because of poor work habits than because of the inability to do the work. The same thing applies to jobs. More employees lose their jobs due to poor work habits than due to the inability to do the work.
3. Ask students to give examples of good work habits that everyone should have. Write these on the chalkboard. For example: being on time, good attendance, neat work, accurate, dependable, easy to get along with, interested in the work and able to follow the rules.
4. Distribute copies of "Good Workers" activity sheet to the students. Allow students time to complete their answers (approximately 10 minutes).

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| Career Development Standard | Knowledge of skills necessary to seek and obtain jobs. |
| Career Development Indicator | Demonstrate personal qualities (e.g., dependability, punctuality, getting along with others) that are needed to get and keep jobs. |
| Delivery Level | Review |
| Academic Standards | |
| Language Arts | 3.1.b Use various listening techniques in problem-solving and decision-making situations. 4.1.b Present oral information in a logical and coherent manner. 4.2.c Use recognized conventions/mechanics of language in personal communication. |
| Employability/SCANS Skills | Basic Skills, Thinking Skills |
| Assessment/Rubric | Students will be evaluated on their writing assignments and class participation. |

Submitted by: SD Comprehensive Guidance and Counseling Program Model

Good Work Habits

Listed below are ten good work habits for any job. Next to each good work habit, write why you think this would be important at school and on a job. After you have completed your answers, rank the work habits by writing numbers 1-10 in the blank in front of the good work habit with the number one being the most important and number ten being the least important.

| <u>Good Work Habit</u> | <u>Why is this important at school?</u> | <u>Why is this important on the job?</u> |
|--------------------------------|---|--|
| ____ 1. Good Attendance | _____ | _____ |
| ____ 2. Honesty | _____ | _____ |
| ____ 3. Eager to work | _____ | _____ |
| ____ 4. Easy to get along with | _____ | _____ |
| ____ 5. Accuracy | _____ | _____ |
| ____ 6. Good manners | _____ | _____ |
| ____ 7. Good grooming | _____ | _____ |
| ____ 8. Positive attitude | _____ | _____ |
| ____ 9. Neat work | _____ | _____ |
| ____ 10. Follow the rules | _____ | _____ |